



Public Service Commission

State of North Dakota

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April 23, 2009

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1929 North Washington Street
Bismarck, ND 58501
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Spherion Staffing
1830 East Century Ave. Suite 2
Bismarck, ND 58503
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RE: Request for Proposal for Temporary Services

The Public Service Commission is seeking an individual with the necessary knowledge and experience to come into the Commission's offices on the 13th floor of the State Capitol to scan mine maps and other documents and related tasks to assist in the development of an integrated Geographic Information System (GIS) to be used by the Abandoned Mine Lands (AML) Division. The primary duties and responsibilities include the following:

- Scan and convert paper mine maps to digital files that will be used in geographical information systems (GIS).
- Digitally modify mine maps and data using Adobe Photoshop Extended C3, Adobe Acrobat Professional, AutoCAD, and other software applications to improve, clarify, and facilitate their incorporation into the GIS database.
- Enter attribute data about mine maps and mine sites into database and a geo-database using MS Access and ESRI and CAD software.
- Scan other documents and reports using OCR software when possible.
- Tabulate summary data for all completed AML projects.
- Provide assistance in serving portions of the North Dakota Mine Information System (MIS) to the public via the internet.

Desirable qualifications include:

- Background in a natural or earth science or engineering field or related with coursework or training in geographical information systems (GIS).
- Work experience that involved GIS.
- Working knowledge of software packages including but not limited to MS office applications including Word, Excel, Access and ArcGIS, AutoCAD, SQL, OCR, Adobe Photoshop and Acrobat Professional, and other similar software.
- Knowledge of Public Land Survey System.
- Understanding of map projections and datums.
- Ability to tolerate tedious or monotonous tasks.
- Good written, verbal, and interpersonal communication skills.

The individual should also be able to work with minimum supervision. It is preferred that the individual be able to work from approximately 8:00 am to 5:00 pm, five days a week, starting in mid May and ending in late August.

If you have anyone interested in performing this work, please submit a proposal with the individual's resume and qualifications along with the hourly charge for the service. All proposals must be submitted by 5:00 p.m. May 6, 2009. The Commission reserves the right to reject any or all proposals.

If you have any questions, please contact Bruce Johnson at 328-4094 or me at 328-2251.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Deutsch', with a stylized, cursive script.

James R. Deutsch
Director
AML Division